DEPARTMENT OF HUMAN SERVICES
Application Instructions

Welcome to Utah Job Match Recruitment. The following instructions pertain ONLY to recruitments with the Department of Human Services. Please read these instructions carefully.

This application contains several questions that you will be required to answer in order to be considered for this position. Each question will be rated independently, based **solely** on the information you provide in the corresponding box and/or drop-down menu. In order to provide the most useful information in the best format, you are asked to use the following tips as you fill out the application:

- **Each answer must stand on its own** – avoid statements such as "See my online resume" or "See my answer to the next question for information."

- **Answer each question completely**. There may be questions that ask for more than one piece of information, or there may be more than one part to the question. You may be disqualified from consideration if you do not provide each piece of information that has been requested of you.
  For example, if you are asked to list names of past employers and dates of employment, and you only list names of past employers, you could be disqualified from consideration.

- **Some positions require an examination**. Please answer any questions regarding previous employment tests you may have taken. If you are eligible for required testing, you will be notified and testing may be scheduled.

- **Do not fax or email your resume or cover letter to the recruiter**. The information you provide in your on-line application is all that will be used to determine your qualifications for the position

- **Do not paste your entire resume as an answer to each question.** The questions are asking for specific information pertaining to the position vacancy. The only instance in which this would be appropriate is if the question specifically asks you to paste your resume.

- **Failure to follow ALL of the above instructions** may result in your being disqualified from consideration for this position.

- If you have any other questions regarding how to fill out this application, contact the recruiter listed on this job announcement.

- Clicking the SAVE button after you have completed your application saves/submits it to the recruitment. You will not receive any kind of notification. You can update your application / answers to the questions at any time until the recruitment closes. You can check the status of a recruitment by looking at the Status in your History screen.

Effective: 08/15/05